

H.R. Services Dept.

(Comp & Visas)

- Compensation
- Systems & Records
- Visa Office

Compensation

- Gather pay information
- Maintain formal, generic job descriptions
- Propose pay rates for new hires
- Review promotional recommendations
- Advise on pay problems/issues
- Develop & implement pay policy
- Operate Salary review & track pay increases

Compensation

- Gather Pay Information
 - Participate in pay surveys (approx 25)
 - Participate in business planning surveys (4)
 - create annual db of comparative pay rates by job
 - compare Lab pay rates to “pay market”
 - highlight specific pay related business problems
 - annually produce internal study and then DOE submission for pay/structure changes

Compensation

- Maintain Job Descriptions
 - Performance Objective – review 20% of stock (total = around 260) annually
 - Target job families by last review date (this year – Maintenance, Budget, Drafting, HR, Engineering, Computing)
 - Ad hoc reviews (manager requests, hiring needs, promotional proposals, re-organizations, new functions)
 - Discuss with line management – number of levels, distinctions between levels, sub-disciplines?, dispersion through lab, check validity of grade placement (FLSA classification), complete employee mapping, review pay comparisons & agree any needed pay changes/who pays?, implement (employee communication?).

Compensation

- Advise on pay problems/issues
 - Develop pay policy Pay Policy – OPTO inclusion in 40 hour premium pay threshold
- Pay problems – recent examples
 - Making the OPTO inclusion in 40 hour premium pay threshold work
 - the “no lunch” conundrum

Compensation

- Propose pay rates for new hires
- Review promotional recommendations
 - Act as a resource for Employment & for line management
 - Define internal peer group
 - Evaluate applicable prior experience
 - Ensure we're hiring for the right job
 - Check FLSA classification
 - Make recommendation

Systems & Records

- Systems
 - Support LSS WH 15 desktop computing
 - Liaison with CD & BSS/IT – from cables to P'Soft & other desktop applications
 - Involvement in - equipment planning & replacement, MOU preparation, reconfiguring workstations
 - Principal LSS data quality rep for P'Soft HR modules
 - Custodian & principal operator of the P'Soft salary review database
 - Controls access by Div/Sec Offices to their portions of the HR P'Soft db.

Systems & Records

- Systems
 - Periodic legally, DOE & LAB required reports
 - EO, Employment, Staffing Report, other “self-serve” reports (foreigners by visa type, job type pay reports by org/educational level....)
 - Ad hoc/special request reporting
 - Submissions to AIP/NAS/AAES professional directories, requests from Directorate, Div/Sec Offices,

Systems & Records

- Employee Records
 - Create minimum hiring record
 - Administer all employment related actions
 - Enable termination of employment
 - Custodian of all past employee records

Systems & Records

- Employee Records
 - Create minimum hiring record
 - Pre-employment (collation of “start package” for each employee – all of the information and forms for personal, tax, benefits, employability & other choices the new employee needs to make)
 - At employment (documents which reflect all of the choices a new employee has made; add all relevant documents gathered pre-employment such as academic attainment evidence and references – basis of the Personnel File)
 - Create P’Soft record (which drives pay; benefits, life insurance, pension & tax choices and deductions from employee pay at the right level)

Systems & Records

- Employee Records
 - Administer all employment related actions (both paper & P'Soft)
 - Job related changes (job title, pay rate, organization/Department, term/non-term, leaves, etc....)
 - Personal (benefits options/selections, changes in address, phone, marital status, academic attainment, internal phone numbers & e-mail addresses, etc...)

Systems & Records

- Employee Records
 - Enable termination of employment
 - Reflect reason for employment termination
 - Gather all “employment end” documentation & archive
 - Disable P’Soft pay record
 - Custodian of all past employee records
 - Approx 70 ex-SSC employees
 - Approx 600 FNAL retirees
 - As of 5/5/03, next employee ID will be 13786, less 2,180 current employees = approx 11,600 past employees.

Visa Office

- Pre-arrival advice & preparation
- Keeping things legal
- Departure
- Other problems
- How many?!!!
 - Employees - approx 200 J's, 50 H's, 26 residencies in process & 6 in preparation with around another 20 waiting.
 - Users – approx 800

Visa Office

- Pre-arrival advice & preparation - person by person
 - Past status, appropriateness of visa type for Lab involvement (employee/User), type of job, adequate qualification, varied experience at different Consular Posts....
 - Coping with inconvenience – preparation, application, security checks, outdated airline tickets, questions at the POE, admission denied (!)....
 - The perspective that “as long as I’m allowed in, everything will be OK!” (wrong visa types, wrong admission status....)
 - DOE site access rules – prior notification!

Visa Office

- Keeping things legal
 - Extensions of stay
 - Changes of status within the U.S.
 - Travel for business/personal reasons
 - Applying for new visas outside the U.S.
 - Verifications of “good standing”
 - Send in that change of address card!
 - Time limits – it’s not forever....

Visa Office

- Departure
 - I should have told someone?
 - I need to be back in a week!
- Other problems
 - Why can't my grandmother get a visa?
 - Call the Embassy/State Department/Dept of Homeland Security!
 - Why can't my foreign niece get a visa to work here during the summer?
 - Why can't I bring my girl friend/common law wife/housekeeper/babysitter?